Guidance for the phase 1 presentation

Timetable:

- 11.10. specification documentation phase 1 (pdf) return in Moodle

- 11.10. presentation slides phase 1 (pdf) return in Peer Review Program, there is link in Moodle

- Week 43 the presentation session

- 1.11. phase 1 peer feedback about other groups' presentations

With both presentation slides and specification document remember good naming. Follow the form

<groupnumber>-<course>-<document>-<version>.pdf

ItSE phase 1 presentation / seminar

Presentation (max 22 minutes / group including feedback and discussion)

- Powerpoint slides or equivalent (return in pdf-format)
- Content must include at least:
  - How your project work has progressed, work division etc
  - Major findings from your PESTE analysis
  - Stakeholders and the results of stakeholder analysis
  - Preliminary requirements
  - Requirements gathering plan (Gantt)
- Group's presentation max 12 minutes
- Feedback (constructive!) from stakeholders max 7 minutes total
- Assistant's feedback 3 minutes
- **All group members must be present and all group members should have role in the presentation.**

"The Last Slide"

It is said that **audience remembers only the first and last slides** from a presentation.

Smart groups have at their last slide;
- group name
- project keywords
- major strongpoints / inventions / innovations.

If the last slide is something like
- "Thank you !"
- "Questions ?"

such groups do not respect audience, it just irritates all.

Techical details

- For groups 1-4, assistant will approach you to agree on specific time (only one presentation slot). For rest of the groups, slots will be available in Moodle for reservation under the assistant's name.

- Meetings will be arranged in Zoom.

- **Agree with your group who will share slides and what are each member's role in the presentation.**

- One group present at time and other groups are given roles of specific stakeholders. Other groups must give feedback of the presentation and its contents from the point of view of their stakeholder role

- Assistant will name the first presenters and starting roles. When the presenter changes, the stakeholder roles will rotate.

Peer feedback

- Peer feedback is given from group to group

- Feedback is given after the seminar, however, no later than 1.11.

- Feedback focuses on the group's presentation, content and completeness.

- Feedback is given in Peer Review Program. Link will be in Moodle

- In feedback points are given from 1-5 and accompanying written feedback

- Group getting feedback will see them later on in the PRP tool

- Given points will affect the grading
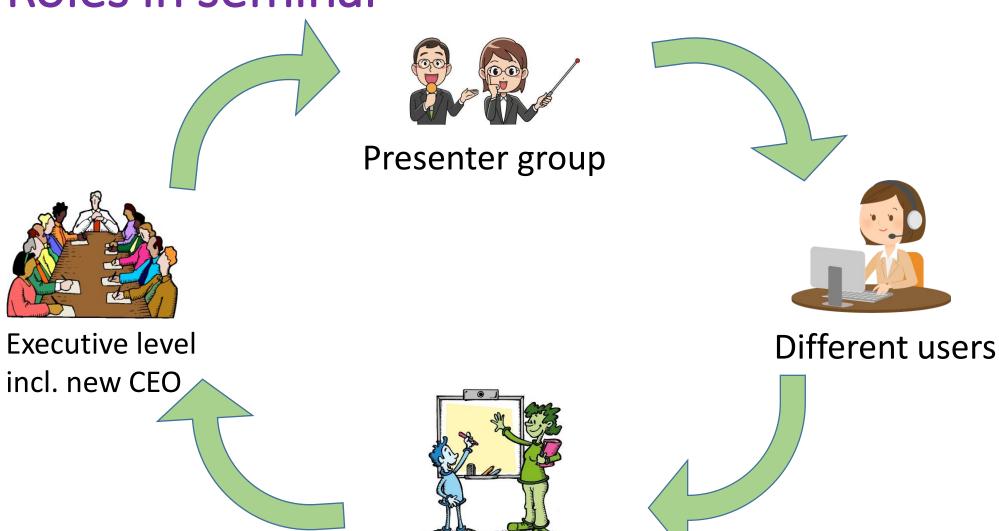
- Remember to give constructive feedback.

Assistant's feedback

- Assistant will give verbal feedback after the presentation based on the presentation and specification documentation

- Taking some notes is adviced so the group can fix any shortcomings for the final delivery

- It is also good idea to listen what kind of feedback other groups are receiving, some of it may be useful for your own group too, and for the general understanding.

Phase 1 documentation chapters after seminar?

- During seminar you receive feedback and comments about your work. When you fix those things to the final return use some method to distinguish the changed pieces of text or picture. You can for example
  - Use italics for the changed parts
  - Use highliter tool
  - Different font

- Just so that when assistant looks back to your phase 1, it is easy to find out the parts that you have touched. Remember also mention these changes in the document's version history.

- Duriing the project work you migth also notice you need to fix somethiing in the phase 1 sections so that it stays consistent with your 2nd phase, even if this was not required by assistant. Use the same method to disqinguish that kinds of changed parts too.

- **REMEMBER: Documentation should be consistent throughout!**

Roles in seminar

Presenter group

Different users

Sales department

Executive level
incl. new CEO